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EXECUTIVE SECRETARIAT

ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X (w/o Encls)		
2	DDCI		X (w/o Encls)		
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X (w/o Encls)		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OIL				
14	D/PAO				
15	D/PERS	X (w/o Encls)			
16	VC/NIC				
17	C/Protocol		X (W/Encls)		
18					
19					
20					
21					
22					

SUSPENSE 26 Jan 87
Date

Remarks Feb 86 report was prepared by Protocol Office and signed by EXDIR.

Executive Secretary
6 Nov 86
Date

3637 (10-81)

ROUTING AND TRANSMITTAL SLIP

Date 7 Nov 86

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. CMS/DA			
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

#1 - ACTION - Please respond direct.

SUSPENSE: 23 January 1987.

cc: D/PERSONNEL

STAT

STAT

DO NOT use this form as a RECORD of approvals, concurrences, dispositions, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

U.S.G.P.O. 1983 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-78)
Prescribed by GSA
FPMR (41 CFR) 101-11.606



United States Department of State

The Chief of Protocol
Washington, D.C. 20520

65-5087x

November 1, 1986



MEMORANDUM

TO: Heads of All Employing Agencies as Defined in
Section 515 of Public Law 95-105

FROM: Selwa Roosevelt *SR*

SUBJECT: Submissions to Department of State of Listing of
Foreign Gifts of More than Minimal Value Reported
to Employing Agencies in Calendar Year 1986

Federal agencies are reminded that Section 515, Public Law 95-105, 91 Stat. 862, the amended statute governing the receipt and disposition of gifts and decorations tendered by foreign governments to Federal employees, their spouses, or dependents, requires that each employing agency or its delegate must, not later than January 31 of each year, transmit to the Secretary of State a compilation listing all statements filed during the preceding year by employees of that agency concerning gifts valued at more than minimal value (\$165) which they received from foreign governments.

Compilations must include, in addition to tangible gifts of prescribed value, all foreign government gifts of, or travel expenses for, travel taking place entirely outside the United States and valued at more than \$165, the acceptance of which has not been authorized in accordance with specific instructions of the recipients' employing agency.

These submissions are required so that the Secretary of State may discharge his responsibility under law for the annual publication of a comprehensive listing of all such statements in the "Federal Register." Gifts of "minimal value" currently are defined as having a retail value in the United States at the time of acceptance of \$165 or less. Decorations received from foreign governments are excluded from this reporting requirement.

Each agency should prepare its compilations for 1986 on the enclosed "Federal Register" report forms, one for tangible gifts and one for travel or expenses of travel. Elite type should be used; 1 inch left and right margins are required. If additional sheets are needed, the enclosed report forms may be reproduced.

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Reports should be addressed to the Secretary of State, Attention: Office of Protocol, Room 1238, Department of State, Washington, D. C. 20520.

A sample report is attached, along with guidelines for preparing the report. In submitting the report, please provide the name and telephone number of the individual who prepared the report or who may be contacted concerning its contents.

All agencies must submit their reports not later than January 31, 1987 for the Secretary of State to comply with the statute. Agencies whose responses have not been received by January 30, 1987 will be presumed to have had no statements filed during 1986 concerning foreign gifts to employees which were subject to the statutory reporting requirement. IT IS IMPERATIVE THAT THE DUE DATE BE ADHERED TO. Last year a few agencies submitted the report too late for its insertion in the "Federal Register".

Inquiries regarding this memorandum should be directed to the Office of Protocol, Ms. Catherine Gerardi, telephone 647-4570.

Enclosures:

1. Report forms.
2. Sample report with guidelines.